



Procedure for Tractor Day

Will be on June 8th, 2017

- 1) Obtain, fill out and return a copy of the Authorization Form available in the office.
- 2) Review this document with your parents and have them sign below. Return this document as well as the Authorization Form to the office.
- 3) On the designated day, park your tractor in the designated parking lot. Your tractor will remain stationary until dismissal.
- 4) **Procedure for safe parking:**
 - Park on even ground, disengage the PTO.
 - **If** your tractor is equipped with a front end loader lower the bucket flat on the ground and lock the hydraulic controls.
 - Insure that your transmission is in the "park position".
 - Engage and lock the brake pedal (if equipped)
 - Place all control levers in their neutral positions, apply the parking brake, turn off the engine and remove the keys.
- 5) Hand in your keys to the office for the day.
- 6) **Safe Starting procedure:**
 - Perform a circle safety check of your tractor according to the Operator Manual.
 - Before starting the tractor, ensure all levers are in their neutral positions, the parking brake is engaged and the clutch and PTO are disengaged.
 - Start Engine.
- 7) Leave the CVR campus only once the school buses have left the premises.

Student's Name

Parent's Signature